

When to use this form: A Job Description is a summary of a job analysis and is used to assist managers determine an existing or prospective role. Seek HR advice if assistance is required. This form is to be completed by managers who are undertaking:

- Recruitment
- Role and responsibility review of existing jobs
- Performance Management and Assessment of employees
- Training review and assessment
- Compensation & benefits review

Answers should be concise and to the point and it should describe the job as it is now and for the foreseeable future.

Where to send this form: Form can be emailed or sent to the HR Department.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Learning Support Teacher	Reference: 201124
Function/Department	Academic	Location: Stamford American School, Hong Kong
Manager Title	Secondary Principal	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The role of the Learning Support Teacher is to Provide special education students with learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, and social growth. Develop or modify curricula and prepare lessons and other instructional materials to student ability levels.

The Learning Support Teacher builds and implements an instructional program that fosters learning and growth for students with learning differences. The Learning Support Teacher fosters a supportive learning environment that enables students to gain knowledge and guides them toward reaching their potential.

Responsibilities

The job holder's responsibility is promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Relationships:

- Developing trusting and effective relationships with students, parents, and staff members
- Establishing supportive and open communication by conducting conferences with parents, students, principals, and teachers
- Becoming a presence across the school and a representative of it within its wider community

Educational Role:

- Collaborating with students, parents, and other members of staff to develop IEPs
- Developing and implementing an instructional or skill development program for designated students
- Planning and using appropriate instructional and learning strategies, activities, and materials, that reflect an understanding of the learning styles and needs of designated students
- Working collaboratively with homeroom teachers to adapt and modify regular curricula and assisting designated students in their classes with assignments
- Creating an environment conducive to learning and working with students on their specific learning needs, both inside and outside the classroom
- Participating in weekly RTI meetings
- Collaborating with the school's Behavior Specialist to support students
- Facilitating testing accommodations and conducting ongoing assessments of student achievement through formal and informal testing
- Building on student capabilities and differentiating to meet student needs
- Using technology in the teaching and learning process
- Planning in a collegial and professional manner with peers, showing respect, being prepared and on time, and adhering to the school wide meeting norms and team's essential agreements at all times
- Evaluating the program collaboratively with teaching partners, and parents and students as appropriate, using agreed flexible systems

Extended Professional Role:

- Contributing towards the whole-school team spirit by taking every opportunity to promote the philosophy and policies of Stamford American International School
- Taking responsibility for the class/group during times of emergency
- Supervising the children at break/lunch and other unstructured times
- Ensuring that the children are safe and secure at all times
- Communicating regularly and positively with parents via timely meetings, class webs, reports and conferences
- Carrying out other duties and tasks as reasonably directed by the Head of School
- Participating in staff development activities to improve job-related skills
- Compiling and maintaining reports, records, and other documents required
- Attending and participating in faculty meeting and serving on staff committees, as required
- Maintaining confidentiality

Parents:

- Coordinating parent meetings where appropriate to review a students' progress

General

- To teach any classes as deemed necessary
- To provide any other reasonable duties delegated by the School Management

Position Requirements

- At least 3 years of experience in working with secondary students as a SEN teacher, with relevant qualifications
- Curriculum development knowledge is required
- Possess highly developed interpersonal and teamwork skill.
- Excellent verbal and written English skills
- Good references on request
- Proficient in using computers
- Proficiency in other SEN testing and reporting systems
- Experience with and knowledge of co-teaching

Qualifications

- Minimum Bachelor's degree in Special Education or equivalent is required

Preferred:

- Master's degree in Education
- WIDA trained
- SIOP trained
- IBDP experience

Contacts

- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students
- PTA

Working Conditions

- Duties performed within a school environment.
- Will be required to work independently and as part of a collaborative team effort.
- Extended working hours to complete some projects may be required Identify the working conditions and physical demands related to the essential duties – working outdoors, travel, and overtime.

Terms of Employment

- Working Hours: 7:00 am – 4:00 pm, Monday to Friday
- Medical Benefits: Group medical insurance provided the applicant is not currently covered
- Probation Period: 3 months from date of commencement
- Pre-medical exam: N.A.
- Referee request: Required
- Background Check: Required

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